



**The Greater Gwent
(Torfaen) Pension Fund**
administered by Torfaen County Borough Council
LOCAL GOVERNMENT PENSION SCHEME



Changing the Name on your Pension Account

Change of Forename (first or 'given' name or names) or Surname (family name) by one of the following methods

(please tick the box that applies to you)

- Statutory Declaration***
- Deed Poll***
- New Birth Certificate** that has been issued to you in your new name*
- if your new Birth Certificate also shows a different gender then we will also change the gender on your pension account.
- Gender Recognition Certificate** that has been issued to you in your new name* (only needed if you do not have a new Birth Certificate)
- we will change the name and also the gender on your pension account.
- Royal Licence***
- Act of Parliament***

*attach a photocopy of the **Certificate / Document showing your change of name** to this form – and then **sign this form** at the end with both your old name and your new name

Change of Surname (family name) on Marriage / Civil Partnership (please tick the box that applies to you)

- I have changed my surname to my spouse's surname* (my husband or wife's or my civil partner's surname)
- Me and my spouse have joined our surnames together to make a new surname* (this is sometimes called making a 'double-barrelled' surname)

*attach a photocopy of your **Marriage Certificate / Civil Partnership Certificate** to this form – and then **sign this form** at the end with both your old name and your new name

Change of Surname (family name) on Divorce / Dissolution of a Civil Partnership (please tick the box if it applies)

I have changed my surname back to the surname I had at birth*

*attach a photocopy of your **Decree Absolute** from the Court to this form – and then **sign this form** at the end with both your old name and your new name

You must now complete and sign the form here in order to Change the Name on your Pension Account

I (write your **old** name)

of (write your address)

*have given up my old name and have adopted for all purposes the
name* (write your **new** name below)

New Title (e.g. Mr, Mrs, Miss, Ms etc.)

New Forename(s)

New Surname

Date of Birth

National Insurance Number

Signed (in your **new** name)

Signed (in your **old** name)

Date

Please return the completed 'Changing the Name on your Pension Record'
form along with a **photocopy** of your **Certificate / Document** to:

**The Greater Gwent (Torfaen) Pension Fund
Torfaen County Borough Council
Civic Centre, Pontypool,
Torfaen, Gwent NP4 6YB**

Or scan and email this form and your Certificate / Document to:

pensions@torfaen.gov.uk

**Please don't send original Certificates or Documents to us in case they
get lost or damaged in the post**